**B. Procedures**

* 1. Ascertain the true subject of the material being cataloged.
     1. Determine the subject of the item being cataloged by examining:
        1. Title
        2. Title Page
        3. Table of Contents
        4. Preface
        5. Summary
        6. Introduction
        7. If necessary, examine the text carefully and read parts of it.
        8. In the case of nonbook materials, examine the container, label and any other accompanying guides, etc.
     2. If terminology is not clearly understood, reference sources should be consulted.
  2. Write the subject(s) down in your own words.
  3. Consult *Sears List of Subject Headings* to match subject listings with headings in *Sears.*
  4. If the word the cataloger chooses to describe the subject content of the work is an established heading in the *Sears* list, then that headings should be assigned to the work.
  5. Choose the most specific heading available.
  6. If the word the cataloger chooses is a synonym or alternate form of an established heading in the *Sears List,* then the cataloger forgoes the word that first came to mind in favor of the term from the List.
  7. If no heading in the List exists for the subject of the work, the cataloger must add the appropriate headings to the library’s subject authority file with its attendant references, and then assign it to the work.(See adding subject headings document)
  8. When doing original cataloging, check the OPAC for existing headings first.
  9. Check headings in imported records for consistency with existing records.
  10. Repeat procedures 3-7 for each additional subject.
  11. When a new version of Sears with revised headings is released, all new materials are to be cataloged using the new headings. All existing materials should be revised as the library staff’s schedules permit.

*Created 4.17.11 by Jodi Reinke & Heidi Conroy*

**Commonly Used Subject Heading Tags**

1. 600 Subject Added Entry – Personal Name

a Personal name (NR)

b Numeration (NR)

c Titles and other words associated with a

name (R)

d Dates associated with a name (NR)

e Relator term (R)

j Attribution qualifier (R)

l Language of work (NR)

m Medium of performance for music (R)

n Number of a part/section of a work (R)

o Arranged statement for music (NR)

p Name of part/section of a work (R)

q Fuller form of name (NR)

r Key for music (NR)

s Version (NR)

t Title of a work (NR)

v Form subdivision (R)

x General subdivision (R)

y Chronological subdivision (R)

z Geographical subdivision (R)

2 Source of heading or term (NR)

630 Subject Added Entry – Uniform Title

a Uniform title (NR)

f Date of a work (NR)

k Form subheading (R)

l Language of a work (NR)

n Number of part/section of a work (R)

p Name of part/section of a work (R)

s Version (NR)

x General subdivision (R)

z Geographical subdivision (R)

2 Source of heading or term (NR)

648 Subject Added Entry – Chronological Term

|  |  |  |
| --- | --- | --- |
| a | Chronological term (NR) |  |
| v | Form subdivision (R) |  |
| x | General subdivision (R) |  |
| y | Chronological subdivision (R) |  |
| z | Geographical subdivision (R) |  |
| 0 | Authority record control number (R) |  |
| 2 | Source of heading or term (NR) |  |
| 3 | Materials specified (NR) |  |

650 Subject Added Entry – Topical Term

a Topical term or geographic name as entry

element (NR)

v Form subdivision (R)

x General subdivision (R)

y Chronological subdivision (R)

z Geographic subdivision (R)

2 Source of heading or term (NR)

651 Subject Added Entry – Geographic Name

a Geographic name (NR)

v Form subdivision (R)

x General subdivision (R)

y Chronological subdivision (R)

z Geographic subdivision (R)

2 Source of heading or term (NR)

655 Index Term – Genre/Form

a Genre/form data or focus term

x General subdivision

y Chronological subdivision

z Geographic subdivision

2 Source of term

658 Index Term – Curriculum Objectives

a Main Curriculum objectives (NR)

b Subordinate curriculum objective (R)

c Curriculum code (NR)

d Correlation factor (NR)

2 Source of term or code (NR)

690 Local - Topical Term

|  |  |
| --- | --- |
| a | Topical term or geographic name as entry element (NR) |
| b | Topical term following geographic name as entry element (NR) |
| c | Location of event (NR) |
| d | Active dates (NR) |
| e | Relator term (NR) |
| v | Form subdivision (R) |
| x | General subdivision (R) |
| y | Chronological subdivision (R) |
| z | Geographic subdivision (R) |
| 2 | Source of heading or term (NR) |
| 3 | Materials specified (NR) |
| 9 | Special entry (NR) |